



ADMINISTRATIVE PROCEDURES

HOSPITALITY (Policy Statement: Hospitality)

Purpose

The purpose of the Algonquin and Lakeshore Catholic District School Board administrative procedures for hospitality expenditures is to establish criteria and procedures for the reimbursement of hospitality expenses incurred by appropriate staff while performing duties on behalf of the Board.

References

Education Act
Broader Public Sector Expense Directive
Travel and Expense Reimbursement Policy and Administrative Procedures

Definitions

Hospitality - The provision of food, beverages, accommodation, transportation or other amenities at Board expense. Hospitality does not include functions offered solely for the benefit of School Board employees, people engaged to work for Broader Public Sector organizations, or any Ontario Government Ministry.

Procedures

1. Reimbursement of Expenses

Reimbursement is subject to the following parameters:

- 1.1 Approval of the Director of Education, the Chair, Vice-Chair or a Superintendent is required prior to incurring hospitality expenditures.
- 1.2 Hospitality should be extended in an economical, consistent and appropriate way when it will facilitate Board business or is desirable as a matter of courtesy.
- 1.3 Reimbursement for the reasonable cost of alcohol is permitted for hospitality events. The cost of alcoholic beverages should not exceed the cost of food.
- 1.4 Acceptable hospitality events include, but are not limited to:
 - 1.4.1. School openings and milestone anniversaries
 - 1.4.2. Graduation ceremonies
 - 1.4.3. Volunteer recognition events (for example: Beacons of Hope)
- 1.5. Token gifts of appreciation valued up to \$50.00 may be extended to persons in exchange for donated services. Gifts above \$50.00 must be approved by the Director of Education or Chair of the Board as appropriate.

2. **Consultants and Other Contractors**

In no circumstances are hospitality, incidental or food expenses considered as allowable expenses for consultants and contractors in any contract between the board and a consultant or contractor. Reimbursement for allowable expenses can be claimed and reimbursed only when the contract specifically provides for it.

3. **Reporting**

- 3.1 Hospitality Expenses must be submitted for payment 90 days of occurrence.
- 3.2 Claims for reimbursement must be made using the online employee expense reimbursement online form or if a Board credit card was used, receipts must be submitted with the credit card charge for review and approval.
- 3.3 The claimant should provide the circumstances, name and location of event along with number of attendees
- 3.3 The claimant must attach all original detailed receipts with their copy of the claim for record management purposes. Credit or Debit card slips are not acceptable as supporting documentation as they do not show sufficient detail to authorize payment or meet audit requirements. Itemized invoices, receipts or sales slips must be provided.
- 3.2 All hospitality expense claims must be approved by the Director of Education, Chair, Vice-Chair, or Superintendent, as appropriate. Approvers are prohibited from approving their own expenses. Expenses for a group must be claimed by the most senior person present.

Appendices

Forms

Associated Documents

Approved: March 26, 2013

Revised: April 25, 2017

Reviewed: April 2019

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